

SENIOR MEMBERSHIP

Reference : Chapter 3, CAP Regulation 39-2

1. **SENIOR MEMBER APPLICATION PROCEDURES:** The following listed forms and form letters (Checklists) have been provided in the Commander Packet II to aid with the in-processing of the new senior member.

- a. GP 12 FL 101 - Senior Membership Application checklist.
- b. GP 12 Form 101-3 - Sample Fingerprint Card.
- c. GP 12 Form 101-4 - Fingerprint Screening and more fingerprint tips.
- d. GP 12 Form 101-5 - FBI need “clean” fingerprint cards.
- e. GP 12 FL 103 - Senior Member Handbook.

It is suggested that the **Personnel Officer** go over each item on the application packet, so as to get the new member off to a good start in his or her unit.

2. Being a Senior Member in CAP is not a right, it is a privilege reserved for those individuals who conscientiously desire to promote the objectives and purpose of Civil Air Patrol and who meet the eligibility requirements. This privilege may be enjoyed as long as the member observes and complies with the CAP Constitution and Bylaws and other governing directives.

3. An active member is a member who regularly attends meetings, performs a specific duty assignment, meets training requirements, and participates in activities of his or her unit. An active member may wear the CAP uniform and compete for grade advancement.

4. **MEMBERSHIP CARD:** The membership card is a very important for just about anything that member would want to do in CAP. Don't wait until the last minute to look for the membership card. It is required to ride in corporate aircraft, military aircraft, and participate in CAP activities, such as SAR missions, encampments, schools conferences, etc. If an individual wishes to use the **Clothing Sales Store** at Scott Air Force Base, the membership card is required to gain entrance to the base as well as the store.

5. **IF AN INDIVIDUAL NEEDS A MEMBERSHIP CARD:** The individual or the Personnel Officer can write the Personnel Directorate at National Headquarters, and should get a new card in few days. The address at National Headquarters is as follows:

National Headquarters CAP/DP
105 South Hansell Street
Bldg. 714
Maxwell AFB, AL 36112-6332

6. If the unit has access to a FAX, send a note to (344) 935-4262. The turnabout will be faster.

7. **MEMBERSHIP RENEWALS:** Approximately sixty (60) days prior to the expiration date the individual will receive a notice from National Headquarters/DP. The continued participation of each individual in Civil Air Patrol is important. As the United State Air Force prepares to expand its services during the 21st century, and as its official auxiliary, the dedicated and selfless support of members are vital to Civil Air Patrol. With each individuals continued support, CAP will be able to meet the challenges of the 21st century. Each individual will want to be part of this mailing.

8. **CHANGE OF ADDRESS:** If an individual has a change of address, please call the Personnel Directorate at National Headquarters as soon as possible at (3440 953-5191 or write them at:

National Headquarters CAP/DPP
105 South Hansell Street
Bldg, 714
Maxwell AFB, AL 36112-6332

Don't miss any mailings from National Headquarters that could be important to the individuals membership.

9. **BENEFITS OF SENIOR MEMBERSHIP:**

- a. Individuals will be recognized as a volunteer for a nationally recognized educational and humanitarian nonprofit organization.
- b. Career enhancement and personal development opportunities through leadership and technical training courses.
- c. Free enrollment in more than 300 U.S. Air Force courses.
- d. Access to discount aircraft parts and equipment through the Civil Air Patrol Supply Depot.
- e. Special Hertz rental car rates and discounts for individual business and leisure travel.
- f. Expenses associated with the individuals membership may qualify as charitable contributions.
- g. Distinctive CAP Visa card with no annual fee available through MBNA.
- h. Free subscription to the Civil Air Patrol News.
- i. Free transportation to CAP's annual conferences, based on USAF airlift availability.
- j. Travel abroad through the International Air Cadet exchange Program.

10. **NEAREST CAP UNIT:** If an individual is moving to a new location and wants to know where the nearest Civil Air Patrol unit is, just call: 1-800-FLY 2338.

11. **PERSONNEL RECORDS (SENIOR MEMBER):** An active personnel record is maintained and consists of training records for each senior member. CAP Form 45 is the Senior Member Master Record and the CAP Form 45b is the Senior Member Training Record, and the

45b is maintained as the first document in the CAP Form 45. Both of these forms are prescribed by CAP Regulation 50-17. **The basic document for the master record is the individuals senior membership application for Civil Air Patrol (CAP Form 12).**

12. All personnel actions in the form of published personnel actions as listed below should be part of each individuals personnel record:

- a. CAP Form 2, Request for Promotion Action.
- b. CAP From 2a, Request for and Approval of Personnel Action.
- c. CAP Form 120, Recommendation for Decoration.
- d. CAP From 83, CSP Counterdrug Application.

13. Any additional information pertaining to an individuals service and performance should also be made a part of the personnel record.

14. Always check the reference directive for detailed information on Senior Membership.